SDA ⊂━━━⟩ THE KEY TO BETTER SYSTEMS AND PROCEDURES

SOURCE DATA AUTOMATION

CAN BE DEVELOPED

FOR ANY SIZED OPERATION
EASILY AND INEXPENSIVELY
IN STAGES A STEP AT A TIME
TO ASSURE SAVINGS IN TIME AND MONEY

RECORDS DATA AT POINTS OF ORIGIN

A Source Data Automation System records items of information — the first time they occur — into a "common-language" medium such as punched paper tape or punched cards. Data so recorded is self-perpetuating and may be used over and over to satisfy the many forms of information requirements that exist in any paperwork system.

PROCESSES DATA MECHANICALLY

Primarily SDA uses adaptations of conventional office machines such as typewriters, adding, bookkeeping and addressing machines which can "talk" to each other almost without manual intervention. These machines which can read and write a "common-language" are used in teams so that each succeeding step in paperwork systems is mechanized and thereby done quickly and accurately without slow and expensive manual transcribing and proofing operations. In short, SDA provides the means for processing data from machine to machine rather than from person to person. It also provides a direct and efficient means for communicating with the newer, more complex electronic data processing equipment with which SDA is compatible.

PROVIDES DATA WHEN NEEDED

SDA is flexible. It can be changed as requirements change, bringing together informational needs and the means for fulfilling them. SDA integrates basically dissimilar machines into a coordinated mechanized paperwork system to provide managers timely information on operations and functions for which they are responsible.

GENERAL SERVICES ADMINISTRATION

NATIONAL ARCHIVES AND RECORDS SERVICE

OFFICE OF RECORDS MANAGEMENT

WHEN SDA CAN HELP
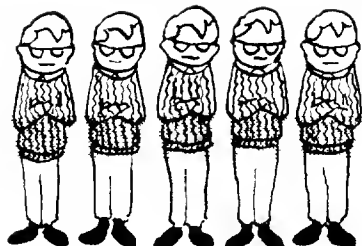
REPETITION

Do you have a system where a large part of the data is CONSTANT information—continually reprocessed from day to day . . . such as the re-ordering of stock supply items, maintenance parts . . . processing the same name and addresses, descriptions, etc.

VOLUME

Is the sheer size of your paperwork operations slowing you down? Are you understaffed to handle the workload efficiently?
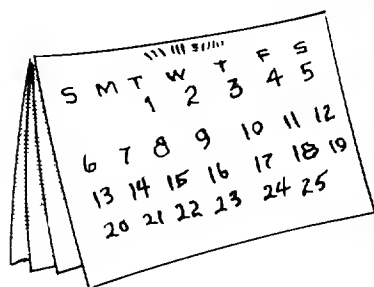
DEADLINES

Even though you may be processing the workload without bottlenecks, is additional speed needed to meet deadlines?

ERRORS

Are your operations hampered by costly errors, mistakes in transcriptions, numerous re-copyings?

BOTTLENECKS

Are there spots in any of your paperwork systems cycle that can't keep pace with other related operations?

STUDY.....then INSTALL

Before a Source Data Automation system can be installed, make a detailed study of present procedures and forms . . . define objectives . . . analyze informational needs at each processing point . . . flow chart all procedures . . . challenge every step in each procedure and each form.

MACHINES USED BY SDA

TYPEWRITING

Types documents ond ot the same
time repraduces all ar selected doto
in punched tape ar punched cords.
Same models also repraduce doto
fram punched tape.

CARD READING

Automatically types data from
punched cards, praducing document
and punched tape, ar ather punched
cards. Can be arranged for auta-
matic computatian of data.

ADDING OR CALCULATING

Reproduces in punched tape compu-
tations and non-add figures entered
in odding or colculoting mochines.

CONVERTING TAPE TO CARD
--- CARD TO TAPE

Reproduces dato in punched tape
inta punched cards; ar reproduces
dota in punched cords inta punched
tape.

BOOKKEEPING

Repraduces in punched tope ar
punched cards doto entered or cam-
puted in baokkeeping ar occaunt-
ing machines.

SENDING AND RECEIVING

Uses telegraph or telegraph lines,
olso micro-wave and radio circuits.
Input fram punched tape, punched
cords ar keyboard simultaneausly
repraduced as punched tape, punched
cards or forms at different locatians.

ADDRESSING

Embasses oddress plotes ar dato
plates autamotically fram punched
tope ar punched cords.

SELECTING THE MACHINES

Selection of the machines will depend on the complexities of your system . . . your specific
objectives . . . and the compatibility, capability, and cost of all available equipment. Once
this has been established, flow chart the new procedure showing specifically the use of the
machines, and follow it as a guide in installing the new system.

U.S. GOVERNMENT NEEDS SDA

ANNUAL PAPERWORK COST IN U.S. GOVERNMENT
$5,000,000,000

To keep the Government operating, an immense volume of facts concerning a large variety of subjects must be gathered, organized and reported for analysis and decision, resulting in a tremendous amount of paperwork. Operating efficiency is affected by how well these facts are gathered and processed. SDA will help to achieve the necessary . . .

SDA BENEFITS

◆ SAVINGS
Labor costs are the greatest part of paperwork expenses. Reductions in this area are often the greatest benefits to be gained.

◆ ACCURACY
Automatic reproduction of information is more dependable than manual. Thus the elimination of manual transcriptions from record to record reduces the possibility of human error.

◆ SPEED
By utilizing the speeds of automatic machines, processing time is reduced.
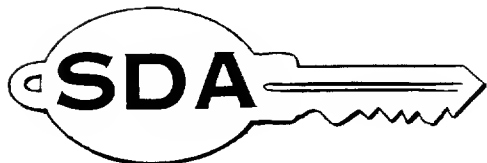
◆ BETTER INFORMATION
Recording information at its point of origin in a manner to serve all subsequent processing steps in the entire systems cycle results in more efficient systems and BETTER INFORMATION. Unnecessary processing steps, forms, reports and records are eliminated.

DO
DO get the people from all operating functions on the ball-team.
DO check your forms on the machines that you want installed to make sure that they are compatible.

DON'T
DON'T buy equipment first, then attempt to determine what to do with it.
DON'T narrow your sights. Many good systems will involve the processing of data across operational lines.

SDA — THE KEY TO BETTER SYSTEMS AND PROCEDURES